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MEMORANDUM FOR: Director of Information Technology, DA
FROM: 
Chief, Information Management Staff, DO
SUBJECT: Implementation of Single Message Format (SMF)
Phase II

1. Action Requested: Please ensure MHF is programmed to recognize and disseminate cables in accordance with the format, the LIMIT indicator, and default symbols, that will be employed Agency-wide with the implementation of SMF Phase II. In addition, please ensure the "format" is coordinated throughout the Agency. Attached is an example of the format and dissemination criteria.

2. Background: On 28 July 1986 the DDA approved the proposal of the DDO which tasked representatives of the DO and the DA, particularly the Office of Information Technology and the Office of Communications, with making Single Message Format a reality. A copy of the memo is attached.

3. Any questions pertaining to this memorandum should be directed to  IMS/MPG/ASB, extension 

Attachments

- A. SMF format
- B. Memo dtd 28 July 1986

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28 JUL 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Clair E. George
Deputy Director for Operations

SUBJECT: Single Message Format

1. The Directorate of Operations has developed a single message format to replace STAFF cables and telepouches. I understand that you were briefed on the proposed new format by our Information Management Staff. Briefings have also been presented to the SSA/DDA, DO Division and Staff personnel, and components in the DI, DS&T and DA. Ongoing discussions and coordination have been effected with representatives from the Office of Communications and the Office of Information Technology.

2. The new format has been received enthusiastically during the coordination process, and we believe that it should now be implemented. To this end, we propose that representatives of the DO and of the DA, particularly the Office of Information Technology, the Office of Communications and the Office of Information Services, be tasked to make the new format a reality.

3. The DO representative is [redacted] of the Information Management Staff. She can be contacted on Secure [redacted]

Clair E. George

APPROVED:

[redacted]
Deputy Director for Administration8 Aug 86
Date

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